

Catawba County, Newton, NC

Request for Qualifications - Engineering Services

Subtitle D Landfill Cell

March 21, 2005

Background

In accordance with State law and in keeping with Catawba County's rich history of environmental awareness, Catawba County began using Subtitle D Landfill Cells in 1998. Catawba County is continuing this process by moving into the design of the third 5-year Subtitle D Landfill Cell of the Blackburn Landfill Facility.

Purpose

The purpose of this Request for Qualifications (RFQ) is to secure engineering services of a person or persons to provide assistance to Catawba County in compliance with state and federal rules, laws and appropriate regulations.

Scope of Services

The firm will provide professional engineering services in the areas of design, project bidding and construction administration of said project. The firm will submit along with the RFQ, the name, address and contact person to be associated with the project. The major items of work will include, but not be limited to:

1. The preparation of detailed drawings, specifications and contract documents necessary for the bidding and construction of the proposed project and the prequalification of perspective contractors. The project will construct a new Municipal Solid Waste Subtitle D Landfill Cell, Unit 3.
2. The furnishing of such documents and design data as may be required to obtain approvals and permits of all state, federal and local agencies as may have jurisdiction over the design and construction of this project, or any part thereof.
3. Coordinate design and construction work with any approved contractor(s) and project owner.
4. Attend bid openings, tabulate bids, analyze bids and provide recommendation to the County concerning award of the construction contract.
5. Prepare the agenda and conduct the prebid conference and minutes thereof.

6. Prepare the agenda and conduct the preconstruction conference and subsequent progress meetings and minutes thereof.
7. The Firm will issue all instructions to the County to the contractor(s); prepare routine change orders as required, and act as interpreter of the requirements of the contract documents and judge of the performance thereunder by the parties thereto; and will make recommendations on all claims of the contractor(s) related to the execution and performance and progress of the work and all other matters and questions related thereto, for final decision by the County.
8. Based on the firm's on-site observations and inspections of the contractor(s) applications for payments and the accompanying data and schedules, the firm will determine the amount(s) owed the contractor(s) and submit to the County written payment requests for payment to the contractor(s).
9. The firm will conduct field inspections during the active construction phase of the project and conduct a final inspection to determine if the project has been completed in accordance with the contract documents and if each contractor has fulfilled all his/her obligations and provide to the County a Certification of Project Completion and Acceptance.
10. The firm will assist the County in obtaining all necessary approvals and permits from all governmental authorities having jurisdiction over the project, including operational permits.

Evaluation Criteria

Firm's understanding of the project objectives.

Firm's approach to project of this nature. Firm's demonstration ability to understand the specialized requirements of this project.

Firm's resources and capacity.

Qualifications of principals to perform the work and the level of involvement in the project.

Qualifications of project manager and staff assigned to the project.

Firm's knowledge and demonstrated experience.

Qualification Requirements

The engineering firm shall include in their qualifications:

- Firm name, address, telephone number, fax number, e-mail address, and contact person(s).
- Year in which the firm was established and any former names under which the firm operated.
- Name and office location of all personnel who will be assigned to this project. Names of key personnel, who would be available to work on this project.
- Resumes of project manager and design team members for this project. Professional affiliations and licenses of key personnel.
- Statement of the qualifications of the firm and its key personnel who would work on this project with particulate regard to the evaluation criteria listed above.
- Understanding of the scope of work.
- Approach to the design process.
- Unique qualifications or work methodology.
- Track record of bringing in projects on time and within budget.
- Describe the firm's approach to and/or method of cost control and project scheduling.
- Current workload and percentage of availability.
- Quality control and assurance process.
- List of previous clients for work similar to this project. Include name, and location of project, brief description and firm's and key personnel's involvement, name of project manager and telephone number, date and value of the project.
- Tentative plan and time frame for approaching the project.
- Hourly billing rates charged by your firm for each position type.

Receipt of Qualifications

Qualifications (one original and three copies) shall be submitted to Debbie Anderson, Purchasing Agent (828-465-8224) Catawba County, PO Box 389, 100A South West Blvd., Newton, NC 28658 no later than 5:00 p.m., on April 12, 2005. (danderson@catawbacountync.gov)